



## Parks Department

1195 NW Fairgrounds Road, Bremerton, WA 98311  
Mailing address: 614 Division, MS-1, Port Orchard, WA 98366  
Phone (360) 337-5350 • Fax (360) 337-5385  
[www.kitsapgov.com/parks](http://www.kitsapgov.com/parks)

Alex Wisniewski, Director

# Director's Report

**Date:** 12/20/2023  
**To:** Parks Advisory Board  
**From:** Alex Wisniewski, Parks Director

## Administration Program

### Position Hiring

- **Planning and Capital Program Supervisor:** Position is currently advertised; application volume is very low and none have met minimum requirements to date.
- **Capital Projects Specialist:** Interviews were performed in October and during final offer negotiations with the chosen candidate, they notified staff that they had accepted another job. Position is currently re-advertised.
- **Forester:** Offer letter sent to applicant.
- **M&O Worker:** Parks has 2 vacancies, interviews scheduled for this week.

### File Management

Parks staff began working with Mark Brockman to review old paper files stored in the mezzanine of the Pavilion for records retention requirements. Files that no longer meet retention requirements and are of no value to the department will be shredded and purged. Once this process is complete, Parks will shift to organizing the remaining files.

## Capital Projects Program

### Point No Point Park Beach Rehabilitation

On December 12, 2023, Kitsap County Parks issued a Notice of Start Date to All Terrain Excavating, LLC to begin Phase 1 of the beach and shoreline repair project at Point No Point Park. Phase 1 work includes importing rock and sand to fill the areas of the north beach that were scoured out during the 2022 winter storms to bring the beach elevations back to pre-storm levels. All Terrain Excavating, LLC is hauling in the material during the day when the tide levels are high and spreading it on the beach at night when the tide levels have receded, as allowed by the approved permits for the project. The project was approved under an emergency Hydraulic Project Approval (HPA) permit from Washington Department of Fish and Wildlife, which has a 60-day window for the work to be completed; however, the Phase 1 repair work is being carried out as quickly as possible. Notices for the project were sent to the Hansville community members via GovDelivery, signs have been posted in the park, and project information is on the Kitsap County Parks website.

### Eagle's Nest Perimeter Deck Replacement

The initial bid process for the deck replacement had an error, so a new public bid is needed. Parks is targeting to re-bid the project in early 2024.

### **Building Demolitions**

Bids were received from six firms for the demolition of 4 buildings in County Parks. Parks is entering into a contract with the low bidder for each location, work will take place in 2024.

### **Port Gamble Forest Heritage Park – Ride Park and Parking Lots**

#### *Stottlemeyer Parking Lot and Trailhead (south end of park)*

- Public bidding to construct the parking lot and trailhead closed on 11/28/2023; 13 bids were received. Public Works is assisting with construction management, contracting with the low bidder is currently underway. Project completion is anticipated in Q1, 2024.

#### *Ride Park Parking Lot and Trailhead (north end of park)*

- Parks and Public Works are working together to ensure the designs for the parking lot, entrance road, and Sound To Olympics trail are all in alignment with each other. This work is currently underway. Public Works is assisting with the project; completion is anticipated in mid-2025.

## **Marketing and Events Program**

### **RecDesk**

The end of 2023 marks a complete year for Parks Staff utilizing RecDesk for its event reservations for community buildings, picnic shelters, athletic fields, park events, and fairground events. Event data for the 2023 calendar year is attached, please see *Attachment A*.

- Outward-facing events calendar: [Kitsap County Parks Event Calendar \(kitsapgov.com\)](https://www.kitsapgov.com)
- Online reservations and payment portal: [Kitsap County Parks > Home \(recdesk.com\)](https://www.kitsapgov.com)

### **BoCC-Sponsored Events**

In 2013, the Board of County Commissioners (BoCC) passed a resolution (Resolution 020-2013) to waive all facility rental fees associated with events that offer recreation, educational, cultural, or civic benefits to residents of the County and align with the Parks Mission and the Kitsap County Mission. The resolution in 2012 included the following events: Martin Luther King Jr. Day, United Ways Day of Caring, Veteran's Day, and Corey's Day on the Farm. In 2015, the resolution (Resolution 169-2015) was renewed with the addition of Military Appreciation and Toys for Tots. The BoCC has since renewed the resolution in 2017 (Resolution 182-2017), 2019 (Resolution 167-2019), and 2021 (Resolution 065-2021).

In mid-2023, the BOCC asked the Parks Department to reevaluate the BoCC Sponsored Events Program due to the financial impacts on the Parks Department and develop options for the future of the event sponsorship program. In September 2023, Parks Staff presented four options to the Parks Advisory Board: maintaining the status quo, continuing with the current program with the Parks Department receiving compensation, creating a new BoCC sponsorship program with the Parks Department receiving compensation, or dissolving the program. The Parks Advisory Board recommended developing a new sponsorship program that is more inclusive to all events in the community and includes reimbursement to the Parks Department for the financial impacts. In October 2023, the Parks Department brought this recommendation to the BoCC and received the directive to work on creating a new event sponsorship program with a targeted implementation for 2025. Parks Staff will be presenting on its research and recommendations for the new event sponsorship program.



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<b>Event</b>	<b>Status</b>
<i>Martin Luther King Jr. Day</i>	Completed. The event was held on January 16, 2023
<i>Military Appreciation Day</i>	Completed. Event was held on March 11, 2023
<i>FARM Days</i>	Completed. Event was held on May 22-23, 2023
<i>United Way Day of Caring</i>	This event has indicated they will not use the Fairgrounds facilities in 2023 as they have in past years.
<i>Veterans Day Ceremony</i>	Confirmed for November 11, 2023
<i>Toys for Tots</i>	Confirmed for December 4-19, 2023

## Maintenance & Operations Program

### Fairgrounds and Events Center

Staff is coordinating with a contractor to install an exit door in the Van Zee building, a code requirement from the Fire Marshall's Office. Parks was seeking a change in propane vendors to piggyback on a State contract to reduce cost, but an upgrade to the distribution lines and equipment is required to bring the system up to current code. Parks is investigating this expense.

### Island Lake Park

Staff is coordinating with a contractor to replace the exterior doors on the Community Center building.

### Salsbury Point Park and Arness Roadside Park

Due to the sloughing of shoreline soils each winter, staff started to measure the embankments regularly so losses could be tracked and managed.

### Winter Project Work

During high winter rains, crews focus on keeping ditches, culverts, catch basins, and check dams clear of debris. Staff have also begun the annual review and updating of capital and small and attractive asset inventories.

## Natural Resources Program

### Education and Outreach

- Regular Stewardship Group meetings and various in-person meetings to introduce Irene Weber, newly hired Natural Resource Programs Supervisor, and address questions and concerns raised by volunteers.
- Kitsap Salmon Tours at Chico Salmon Park had another successful season. A behind the scenes tour for Kitsap employees was held on 10/29. General public tours on 11/4 were well attended despite the wind and rain. This is a program Kitsap County Parks staff help support in conjunction with WSU Extension Salmon Docents, WDFW, DCD, PW, and DOT.

## Volunteer Program

### *Training*

- Two training opportunities for volunteers are being provided in December, an annual chainsaw certification training and a lead volunteer training. These trainings ensure our volunteers have up to date skills as recommended by legal and risk management staff. It also provides an opportunity for stewards to collaborate and learn from staff and each other.

### *Work Parties*

- November Activity: 25 work parties (291 YTD)

<b>Location</b>	<b>Work performed by volunteers and staff</b>
Anderson Landing Preserve	<ul style="list-style-type: none"> <li>• Trail brushing</li> <li>• Hazardous tree removal</li> </ul>
Anderson Point Park	<ul style="list-style-type: none"> <li>• Decommissioned dangerous rogue trail</li> </ul>
Banner Forest Heritage Park	<ul style="list-style-type: none"> <li>• Trail work, brushing and invasives removal</li> <li>• Prepped for turnpike project</li> </ul>
Buck Lake	<ul style="list-style-type: none"> <li>• General maintenance of Native plants garden (2 work parties)</li> </ul>
Chico Salmon Park	<ul style="list-style-type: none"> <li>• New signs installed</li> <li>• Salmon passage review</li> <li>• Salmon Tours November 4th</li> </ul>
Coulter Creek Heritage Park (includes Calvinwood)	<ul style="list-style-type: none"> <li>• Invasive vegetation removal</li> </ul>
Erlands Point Preserve	<ul style="list-style-type: none"> <li>• Litter pick-up</li> <li>• Removal of invasive vegetation</li> </ul>
Guillemot Cove Preserve	<ul style="list-style-type: none"> <li>• Brush trails</li> <li>• Hazard tree removal</li> </ul>
Hansville Greenway	<ul style="list-style-type: none"> <li>• Wetland walk with wetland specialist</li> <li>• Trail debris removal</li> <li>• Post replacement and signage repair</li> <li>• Trail brushing</li> <li>• Park boundary fallen tree removal</li> </ul>
Harper Park	<ul style="list-style-type: none"> <li>• Print interpretive signs and prep site for installation</li> </ul>
Howe Farm	<ul style="list-style-type: none"> <li>• Mow and prep boardwalk for removal</li> </ul>
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none"> <li>• Wheelchair-friendly trail</li> </ul>
Newberry Hill Heritage Park	<ul style="list-style-type: none"> <li>• Boardwalk- Beaver loop completed</li> </ul>
Nick's Lagoon	<ul style="list-style-type: none"> <li>• Trail maintenance</li> <li>• Addressed vandalism to building</li> </ul>
North Kitsap Heritage Park	<ul style="list-style-type: none"> <li>• Invasive vegetation removal</li> <li>• Boardwalk maintenance and repair</li> <li>• Planning for Norman Rd Kiosk installation</li> <li>• Trail building to reroute Cross-country Trail</li> </ul>
Point No Point	<ul style="list-style-type: none"> <li>• Drainage issue addressed-ongoing</li> </ul>
Port Gamble Forest Heritage Park	<ul style="list-style-type: none"> <li>• Garry Oaks planted- Oct 21st</li> <li>• Trail work- Invasives removal, brushing back trails</li> <li>• 6 fallen trees removed from trails</li> <li>• Removal of illegal campsite materials</li> <li>• Derelict fencing removal (3 dump truck/trailer loads)</li> <li>• Hazardous trail decommissioned</li> <li>• Springs site evaluated for bridge</li> </ul>
South Kitsap Regional Park	<ul style="list-style-type: none"> <li>• Felled hazard trees</li> <li>• Native species planting along wheelchair friendly trail</li> <li>• Work on wheelchair friendly trail- final stages</li> </ul>
Square Lake	<ul style="list-style-type: none"> <li>• Trail brushing</li> </ul>



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Wynn Jones	<ul style="list-style-type: none"> <li>Trail drainage issues addressed</li> <li>Brushed back overgrown trail</li> </ul>
Discover Kitsap Parks	<ul style="list-style-type: none"> <li>Will resume in February 2024</li> </ul>

Partners worked with this period	Work performed
Mountain Vikes (youth mountain biking club) + D&D mountain Bike Club	<ul style="list-style-type: none"> <li>Improved tread of adopted trail, The Hood</li> <li>Signed "Cooperating Association Agreement"</li> </ul>
Washington Youth Academy	<ul style="list-style-type: none"> <li>Work planning for 2024</li> </ul>
Washington State University Extension	<ul style="list-style-type: none"> <li>Salmon Tours</li> </ul>
Olympic College	<ul style="list-style-type: none"> <li>Salmon Tours</li> </ul>
Kitsap County Stormwater	<ul style="list-style-type: none"> <li>Salmon Tours</li> </ul>
Mountaineers	<ul style="list-style-type: none"> <li>Trail work at Banner Forest</li> </ul>
Kitsap Live Steamers	<ul style="list-style-type: none"> <li>Will resume in 2024</li> </ul>
Evergreen Mountain Bike Alliance	<ul style="list-style-type: none"> <li>Trail Maintenance at ride park</li> </ul>
West Sound Disc Golf Association	<ul style="list-style-type: none"> <li>Grounds maintenance</li> </ul>
Our Forest Fund	<ul style="list-style-type: none"> <li>Tree planting event at Port Gamble. 53 attendees.</li> </ul>
KPTOS	<ul style="list-style-type: none"> <li>Carpenter Lake boardwalk repair and cleanup</li> </ul>
WTA	<ul style="list-style-type: none"> <li>PTG trail decommissioning and replanting</li> <li>Wheelchair-friendly trail from Almira entrance at Illahee Preserve</li> <li>Boardwalk construction at Newberry Hill Heritage Park</li> <li>Trail building to standardize Cross-country at NKHP</li> </ul>
Atomic Fuze Maps	<ul style="list-style-type: none"> <li>Provided final edits to create standardized maps for six parks (Hansville, Illahee, Newberry, Port Gamble, North Kitsap, Banner). Project is on-going.</li> </ul>

## Planning Program

### Parks, Recreation, and Open Space (PROS) Plan

The PROS plan is currently in the public engagement and information collection phase. Stakeholder interviews are complete. The initial survey issued in July 2023 has concluded with data analysis underway. The first survey primarily focused on gathering demographic data of park users, finding out which parks they visit and what activities they enjoy. The second survey was issued the second week of October and closed on December 15th. This survey utilizes an application called "Maptionnaire." This visioning survey tool functions graphically so that the community may share where they would like to see opportunities and improvements across the entire county, and not just within the existing parks system. An alternative second survey is also available for persons who are not comfortable with the Maptionnaire program and/or for devices that may be compatible. A third and final survey will be issued in early January. This survey will be a "priorities" survey based on responses from the first two surveys published.

Community open house events were held on 11/6 (Kingston/North Kitsap), 11/7 (Fairgrounds/central Kitsap), and 11/9 (Port Orchard/South Kitsap). Staff are actively working on youth engagement; this includes researching opportunities to host tabling

events within the schools and outreach to the administration to share engagement opportunities. Providing accessible opportunities to the community is paramount to ensure the PROS plan is formulated with as much public input as possible; Parks is tracking the public outreach activity, which can be found in *Attachment B*.

**Reservations**  
**January - December 2023 (365 Days)**

<b>Athletic Fields</b>	
<b>Facility Name</b>	<b>Reservations</b>
Anderson Hill Athletic Field #1	115
Anderson Hill Athletic Field #2	82
Bill Bloomquist Rotary Field #1	70
Bill Bloomquist Rotary Field #2	71
Gordon Field #1	435
Gordon Field #2	166
Lobe Field #1	121
Lobe Field #4	188
South Kitsap Regional Athletic Field #1	39
South Kitsap Regional Athletic Field #2	44
South Kitsap Regional Athletic Field #3	49
Veterans Memorial Park: Field #1	146
Veterans Memorial Park: Field #2	16
Veterans Memorial Park: Field #3	8
Veterans Memorial Park: Field #4	7
Veterans Memorial Park: Field #5	7
Veterans Memorial Park: Field #6	7
<b>Total</b>	<b>1571</b>

<b>Community Buildings</b>	
<b>Facility Name</b>	<b>Reservations</b>
Eagles Nest Community Building	359
Island Lake Community Building	256
Long Lake Community Building	129
<b>Total</b>	<b>744</b>

<b>Picnic Shelters</b>	
<b>Facility Name</b>	<b>Reservations</b>
Buck Lake Picnic Shelter	25
Fairgrounds Log Picnic Shelter	3
Fairgrounds Picnic Shelter	4
Kitsap Kids Playground Picnic Shelter	35
Island Lake Park Picnic Shelter	18
Salsbury Point Picnic Shelter	35
Silverdale Waterfront Gazebo	33
Silverdale Waterfront Picnic Shelter	73
South Kitsap Regional Picnic Shelter	42
Wild Cat Lake Picnic Shelter	22
<b>Total</b>	<b>290</b>

<b>Fairgrounds and Events Center</b>	
<b>Facility Name</b>	<b>Reservations</b>
Boand Arena	71
Cat Barn	221
Concert Park Field	22
Dog Barn	99
Eagles Nest Field	1
Fairgrounds Disc Golf Course	18
Goat Barn	10
Gordon Field Parking Lot	71
L Barn	9
Lower Bowl	31
North Campgrounds	15
Pavilion	118
Pavilion Conference Room	26
President's Hall	146
President's Hall Field	21
Rabbit Barn	1
Sheep Barn	126
Swine Barn	4
Thunderbird Stadium	26
Van Zee	38
<b>Total</b>	<b>1074</b>

<b>Special Park Events</b>	
<b>Facility Name</b>	<b>Reservations</b>
Buck Lake Park	8
Chico Salmon Park	3
Coulter Creek Heritage Park	1
Guillemot Cove Nature Reserve	1
Harper Park	1
Howe Farm Park	1
Illahee Preserve Heritage Park	5
Island Lake Park	3
Kola Kole Park	1
Long Lake Park	2
Newberry Hill Heritage Park	5
Norwegian Point	1
Port Gamble Forest Heritage Park	28
Salsbury Point Park	2
Silverdale Rotary Gateway Park	4
Silverdale Waterfront Park	25
South Kitsap Regional Park	12
Square Lake Park	2
Wild Cat Lake Park	2
<b>Total</b>	<b>107</b>

<b>Total Reservations for All Facilities</b>	
<b>Total</b>	<b>3786</b>



### PROS Public Outreach Tracking

Topic	Recipient	Delivery Method	Message Date(s)	Notes
Survey 1: Current Use of Parks <i>(Survey open for 5 weeks: 7/7-8/11)</i>	County residents (all; includes Parks subscribers)	GovDelivery	07/08/2023 07/13/2023 07/21/2023 08/03/2023 8/08/2023	
	Volunteers and Stewards contacts	Volgistics database	07/14/2023	Flyers also handed out at work parties
	Events and Facility Rental contacts	RecDesk database	07/14/2023	
	Stakeholders	Email	8/02/2023 9/15/2023	
	Other Parks and Recreation jurisdictions	Email	7/21/2023	
	Parks Advisory Board	Meeting	7/19/2023	
	County residents (all, with broader reach)	Parks Facebook	07/13/2023 07/21/2023 08/01/2023	
	County residents (all, with broader reach)	County Facebook	7/21/2023 8/11/2023	
	County residents (all, with broader reach)	Website	07/08/2023 07/21/2023 (updated)	
	County residents (all, with broader reach)	Flyers/Posters	7/24/2023	Placed in parks, community centers, libraries
Stakeholder Interviews	Athletics Group	Email	Meeting date: 9/21/23 9/22/23	Follow up questionnaire issued 10/16/2023
	Events/Tourism Group	Email	Meeting date: 9/21/23 9/22/23	Follow up questionnaire issued 10/16/2023



	Environmental Group	Email	Meeting date: 9/28/23 9/29/23	Follow up questionnaire issued 10/16/2023
	Recreation Group	Email	Meeting date: 9/21/23 9/22/23	Follow up questionnaire issued 10/16/2023
	Stewards/Volunteers Group	Email	Meeting date: 9/28/23 9/29/23	Follow up questionnaire issued 10/16/2023
	Cultural Group	Email	Meeting date: TBD	Email sent: 11/3/23 11/27/23
	Safety Group	Email	Meeting date: TBD	
	School Districts Group	Email	Meeting date: 9/14/23 9/15/23	Completed
	Staff	Email	11/7/23	Completed Next meeting 1/3/23
BoCC Interviews	Commissioner Garrido and Rolfes	Email	7/24/23	Completed
	Commissioner Walters	Email	8/7/23	Completed
Survey 2: Visioning Parks	County residents (all; includes Parks subscribers)	GovDelivery (Email)	10/19/23 10/27/23 11/29/23 12/8/23	(Ongoing – December)
	Volunteers and Stewards contacts	Volgistics database	10/19/23 10/27/23 12/8/23	(Ongoing – December)
	Events and Facility Rental contacts	RecDesk database	10/19/23	Completed
	Stakeholders (see stakeholder list)	Email	10/16/23	(Ongoing – December)
	Other Parks and Recreation jurisdictions	Email	TBD (November)	
	Parks Advisory Board	Email	10/19/23	Completed
	County residents (all, with broader reach)	Facebook	10/19/23 10/27/23	(Ongoing – December) (Paid Advert on social media)



			11/8/23 11/27/23 12/5/23	
	County residents (all, with broader reach)	Website	10/19/23	Completed
Open Houses	South Kitsap Location: Commissioners' Chambers, County Administration Building		11/9/23 Location: Commissioners' Chambers	Completed (25+ Attendees)
	Central Kitsap Location	TBD	11/7/23 Location: Presidents Hall (Fairgrounds)	Completed (25+ Attendees)
	North Kitsap Location: North Kitsap: Village Green Community Center, Kingston	TBD	11/6/23 Location: Village Green Community Center	Completed (50+ Attendees)
Presentations	Suquamish CAC	Internal	6:30-8 p.m. Thursday, Nov. 2, Suquamish Police Dept.	Completed
	Kingston CAC	Internal		Cancelled for Open House
	Central Kitsap Community Council	Internal	5-6:30 Silverdale	Completed
Tabling Events	Kingston Open House	Internal	Discover Kingston Open House 2023 4-7 p.m. Monday, October 2	Completed
	Bremerton High School	Email	TBD	
	Central Kitsap High School	Email	TBD	
	North Kitsap High School	Email	TBD	
	Kingston High School	Email	TBD	
	South Kitsap High School	Email	TBD	